

## UNIVERSITY OF NORTH DAKOTA HAZARDOUS CHEMICAL REQUISITION POLICY

To assist the University of North Dakota (UND) in managing hazardous chemicals being purchased, used, stored and disposed of, a uniform requisition process for acquiring all hazardous chemicals will be utilized. All said purchases must be ordered on a separate “**UND HAZARDOUS CHEMICAL REQUISITION FORM**”. **The UND HAZARDOUS CHEMICAL REQUISITION FORM has the "CENTRAL RECEIVING", delivery designated [3701 Campus Rd., Grand Forks, ND 58202]. All other items that do not need to be ordered utilizing this form can be shipped directly to the department.**

### **This requisition process enables the University to:**

- Be in compliance with the Hazard Communication Standard (29 CFR 1910.1200) and the Laboratory Safety Standard (29 CFR 1910.1450);
- Update the chemical and hazardous material inventory database (utilizing the Environment Health and Safety Assistant system) on a continuous basis of laboratories;
- Track "in-house" quantities of hazardous chemicals by college/department, building, room number and user;
- Provide emergency response information to the Fire Department and spill response personnel; and
- Provide chemical date storage information to assure that certain chemical substances do not become unstable due to lengthy shelf life.

### **Updated Requisition Process for Hazardous Chemicals:**

- A UND HAZARDOUS CHEMICAL REQUISITION FORM must be used exclusively for the purchase of hazardous chemicals. The fillable pdf form is available from the Procurement and Payment Services at <https://und.edu/finance-operations/purchasing/forms.cfm>, as well as on the UND Public Safety webpage at: <http://und.edu/public-safety/resources/forms.cfm> (under Miscellaneous Forms).
- All requisitions for the purchase of hazardous chemicals generated by a department/college/foundation/center must be signed by the responsible Principal Investigator and Department Designee.
- The signed Chemical Requisition form will be added as an attachment to the Perceptive Purchase Requisition.
- Upon signature of responsible department, the **PURCHASE REQUISITION MUST BE MANUALLY ROUTED** forward to the Office of Safety (**Department 3155**) for review and acknowledgment. Failure to send a HAZARDOUS CHEMICAL REQUISITION FORM to the Office of Safety will cause delay and rerouting of the requisition by the Procurement and Payment Services Department.
- Upon review and acknowledgment, the Office of Safety will route the approved requisition forward to the Purchasing Audits Queue where normal procurement process will be followed.
- Procurement and Payment Services will provide the purchase order to the department contact to place the order with the vendor.
- All requisitioned materials will be delivered to the Central Receiving Stockroom, located in 3701 Campus Rd., Grand Forks, ND 58202, where receipt and designation (Principal Investigator /Building /Department) will be entered into the University's hazardous material inventory computer database by the Office of Safety staff. **A barcode will be generated and will be affixed to the chemical before delivering it to the laboratory.**

Materials will be disbursed and delivered to the person and room, as listed and identified on the UND Hazardous Chemical Requisition Form by trained Office of Safety employees.

**NOTE: P-CARDS WILL NOT BE USED FOR THE PURCHASING OF HAZARDOUS CHEMICALS AS PER THE REQUIREMENTS OF THIS POLICY.**

### **ITEMS THAT DO NOT NEED TO BE ORDERED UTILIZING THIS SYSTEM:**

- General Laboratory Supplies (Equipment's, Plates, Pipette tips, Eppendorf tubes etc.)
- Kits (Examples: Flow Cytometry Kits, ELISA kits, etc.)
- Enzymes of any form
- Microorganisms
- Microbiological growth media
- Water of any grade
- Chromatographic column materials (gas or liquid)
- Household Cleaning Products
- Any chemical that does not have a GHS label or NFPA 704 label associated with it